
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2013-103

TRAVEL/ASSISTANT EXECUTIVE

PROMOTABLE CAPT-MAJ

**(Must meet this rank requirement at closeout date)*

Closeout Date: 19 Mar 2013 Close of Business (COB)

****To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. *Please note MilPDS, the Military Personnel Data System temporary shutdown procedures below.**

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/CF (Pentagon, VA)**. Must be Air Force Specialty Code (AFSC). **ANY** Duties and Responsibilities: Directly responsible for the daily support of the Director, Air National Guard in all official duties. Maintains close liaison with the NGB Air Staff, HAF Air Staff, AFRC Staff, and other agencies as required. Acts as the Director's trusted agent. Reviews, edits and prepares correspondence for the Director's signature. Organizes all travel requirements and travels with Director. Provides a vital communication link between Director and office staff and executes multiple close hold and diverse special interest projects. Strong background in protocol, command and control, security and military/civilian travel procedures is required. Knowledge of the Air Force and Air National Guard policies, directives, objectives, and procedures is highly desired. The officer should be experienced in Air National Guard component management, with breadth of knowledge in total force missions and organizational relationships. Should be available for extensive travel to conferences, meetings and visits worldwide and the ability to work extended duty hours is highly desired. Serves as personal assistant and trusted advisor. Assists in planning and supervises execution of Director's domestic and international travel--coordinates movement, administration, personal, and command and control requirements. Manages Director's daily expenses and calendar. Coordinates special speaking events and official ceremonies. Exceptional attention to detail and the critical ability to multi-task are necessary.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

MilPDS, the Military Personnel Data System, will temporarily SHUTDOWN 4-27 March 13.

Several personnel programs including vMPF and AFFMS (AF Fitness Management System) will be stagnant and possibly inaccessible. Members MUST pull a copy of their Records Review (RIP from vMPF) and Fitness Report (from AFFMS) NLT 28 Feb 2013.

Fitness Update: If you test during the MILPDS shutdown, 4-27 Mar, provide a signed copy of your completed test results from the Fitness Testing Cell or PTL (Physical Training Leader).

AFSC Upgrade: If your AFSC is upgraded during the MILPDS shutdown, provide a copy of the completed AF Form 2096 documenting the update.

No exceptions to close-out dates will be made

Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately. Applications will be reviewed for qualification/disqualification only starting at 72 hours prior to closeout date. For example; an MVA closing out on the 10th of the month would be reviewed for qualified or disqualified only starting on the 7th of the month.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil

